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## Possible Survey Questions – Employees

- 1) I am familiar with (Municipality name) Code of Ethics
  - a. Yes
  - b. No
  - c. Undecided
- 2) The Code of Ethics is easy to understand
  - a. Yes
  - b. No
  - c. Undecided
- 3) I am aware of the Municipal Integrity Management Framework
  - a. Yes
  - b. No
  - c. Undecided
- 4) Does the Code of Ethics assist in guiding your decisions in connection with your work?
  - a. Yes
  - b. No
  - c. Undecided
- 5) Ethics is regularly communicated and openly spoken about at (Municipal name)
  - a. Yes
  - b. No
  - c. Undecided
- 6) Management make most of their decisions based on good ethical principles
  - a. Yes
  - b. No
  - c. Undecided
- 7) I feel comfortable raising ethical issues with management
  - a. Yes
  - b. No
  - c. Undecided
- 8) Senior Managers are less likely to be disciplined for violating the Code of Ethics
  - a. Agree
  - b. Disagreed
  - c. Undecided

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- 9) Employees who are caught violating the Code of Conduct Ethics policies are disciplined
- a. Yes
  - b. No
  - c. Undecided
- 10) Colleagues in my Department recognize ethical issues when they arise
- a. Agree
  - b. Disagree
  - c. Undecided
- 11) I feel comfortable reporting ethical violations
- a. Agree
  - b. Disagree
  - c. Undecided
- 12) Employees at (Municipal name) are prone to abusing municipality resources
- a. Agree
  - b. Disagree
  - c. Undecided
- 13) Employees who report ethical violations are unethical
- a. Yes
  - b. No
  - c. Undecided
- 14) I am familiar with the whistle blowing process at (Municipal name)
- a. Yes
  - b. No
  - c. Agreed
- 15) Are you aware of the Prevention and Combating of Corrupt Activities Act 21 of 2004?
- a. Yes
  - b. No
- 16) There a difference between bribery and corruption
- a. Agree
  - b. Disagree
  - c. Undecided



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- 17) How would you report fraudulent activities?
- a. To my line manager
  - b. Call the whistleblowing hotline
  - c. Tell a colleague
  - d. Keep quiet because it is not worth it
- 18) A colleague runs a business using municipality assets such as the telephone, printers and stationery to run their business. Do you
- a. Reprimand your colleague and request they cease doing so
  - b. Inform your manager
  - c. Report your colleague via the whistleblowing line
- 19) Which of the following constitute bribery?
- a. Political donations
  - b. Charitable donations
  - c. Facilitation fee payments
  - d. All of the above
  - e. None of the above
- 20) An individual is introduced to you as an important party member. The important member calls you and requests that you meet with them regarding a tender they have their eye on. Do you
- a. Welcome the request and meet the individual
  - b. Request permission from your manager before meeting the individual
  - c. Kindly refuse and report the request to your manager
- 21) You receive tickets worth R1500 for a rugby game in your mail. Upon reading the note, you realise the tickets are from a former employee who is now one of the bidders for a contract which you manage. Do you disclose?
- a. Yes
  - b. No
- 22) In a BID committee you come across a relative's name in the BID documents, the relative has been asking a lot about (Municipality name) recently but never disclosed that they will be bidding for a tender. Some of the information disclosed to a relative may have given them an advantage, do you:
- a. Pretend this never took place
  - b. Disclose to the Committee



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- 23) Which one of the following is not a fraudulent act?
- a. Submitting false travel claims
  - b. Taking stationery from work because you won't have time to go to CNA
  - c. Selling Tupperware or makeup during work hours to colleagues
  - d. All of the above
  - e. None of the above
- 24) Which of the following best describes Asset Misappropriation?
- a. Excessive telephone usage
  - b. Spending most of your day at work but not working
  - c. Stealing data or intellectual property theft
  - d. Taking company assets home without prior permission
- 25) Which one of the following is not considered fraud?
- a. Corruption
  - b. Misrepresentation with intention to deceive
  - c. Misappropriation of assets
  - d. Financial Fraud